

Manager Zone & Change Facility

If someone comes to work for you and also works for additional organizations, you will need to fill out in full the attached form and choose Option 1.

If they longer no work for another agency and only work for you, you will need to choose Options 2.

1) When will you know that you need to submit for manager zone access? When you are adding a new learner and you receive a message;

Data Entry/Validation Error

The Learner ID you entered already exists in the System

This means that the learner id is already set up with a transcript on the CDS.

2) How does the specified manager use Manager Zone?

You will see an extra tab on your Personal Page that says Manager Zone. At this time you will be able to see the learner's transcripts and assign additional modules if needed.

3) Why is it important to fill out all of the form?

If you do not tell us the department that the employee is going to be working in so you will not be able to view his transcripts and learner information.